

National Marine Fisheries Service Office of Science and Technology Science Information Division

February 7, 2013



Table of Contents

1.0 Introduction	4
2.0 Standard Reports	5
3.0 Actions Button	11
3.1 Select Columns Option	12
3.2 Filter Option	14
3.3 Rows Per Page Option	16
3.4 Format Option	17
3.4.3 Highlight Sub Option	22
3.4.4 Compute Sub Option	24
3.4.5 Aggregate Sub Option	26
3.4.6 Chart Sub Option	29
3.4.7 Group By Sub Option	30
3.5 Help Option	33
3.6 Download Option	34

Table of Figures

Figure 1 – Filters Tab at a glance	4
Figure 2 – Types of Standard Reports	5
Figure 3 – Primary Report	5
Figure 4 – Selecting the Totals by source, state and year report	6
Figure 5 – Results from selection of the Totals by Source, State and Year report	6
Figure 6 – Selecting the Total Landings report	7
Figure 7 – Results from selection of the Total Landings report	8
Figure 8 – Selecting the Landings by Year, State, Species report	9
Figure 9 – Landings by Year, State, Species report	10
Figure 10 – Actions Button	11
Figure 11 – Using the Select Columns option	12
Figure 12 – Results from the Select Columns option	
Figure 13 – Using the Filter Option	14
Figure 14 – Results from the Filter Option	15
Figure 15 – Rows per Page Option	16
Figure 16 – Results from Rows Per Page Option	17
Figure 17 – Format Option	
Figure 18 – Using the Sort Sub option	18
Figure 19 – Sort Sub Option Results	19
Figure 20 – Using the Control Break Sub Option	20
Figure 21 – Using the Control Break Sub Option	21
Figure 22 – Highlight Sub Option	22
Figure 23 – Results of the Highlight Sub Option	
Figure 24 – Using the Compute Sub Option	25
Figure 25 – Results of the Compute Sub Option	26
Figure 26 – Using the Aggregate Option	27
Figure 27 – Results from using the Aggregate Option	28
Figure 28 – Results from using the chart Option	29
Figure 29 – Results of the Chart Sub Option	30
Figure 30 – Using the group by Sub Option	
Figure 31 – Results for Group By Sub Option	
Figure 32 – Help Option	
Figure 33 – Download Option	35

1.0 Introduction

The Filters Quick Start Guide is provided for users who are interested in using the Actions menu option for manipulating and displaying data using the FILTERS tab.

Once the home page loads, click the FOSS tab which will be renamed to "FILTERS".

The FILTERS tab provides a customized view of landings data using different functions and computations. This guide will highlight some the more commonly used operations. A few simple examples will be included to illustrate general capabilities.

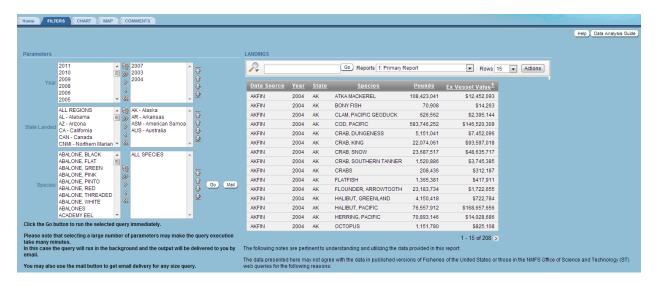


Figure 1 – Filters Tab at a glance

To display the default Primary Report for the user (Figure 1)

- 1. Click on the FILTERS Tab.
- 2. Under the **Parameters** section, select the Year, State Landed and Species
- 3. Click on the **Go** button to display the report.
- 4. This action will display a report. The report can be customized by using the **Actions** button.

The basic options provided under the **Actions** button for generating reports are as follows:

- Select Columns
- Filter
- Rows per Page
- Format- Consists of the following options.
 - Sort
 - Control Break
 - o Highlight
 - o Compute

- Aggregate
- Chart
- Group By
- Help
- Download

2.0 Standard Reports

FOSS National Edition automatically generates standard reports. This currently consists of the Primary Report and three Secondary Reports.

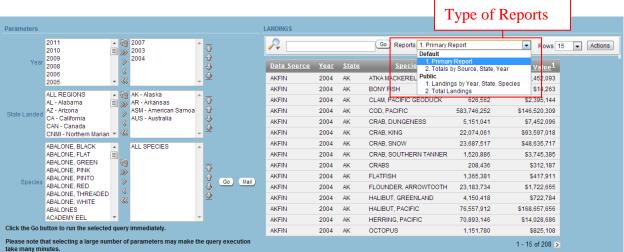


Figure 2 – Types of Standard Reports

2.1 Primary Report – Displays an overview of all the data available (Data Source, Pounds, Ex Vessel Value from the parameters chosen. Figure 3 shows the Primary Report displayed. By default it shows 15 records per page. To show the next 15 rows click the arrow button on the right hand corner under the report (Figure-3). To show more lines per page click the Rows drop down and select the desired number of rows to view per page (Figure-3).

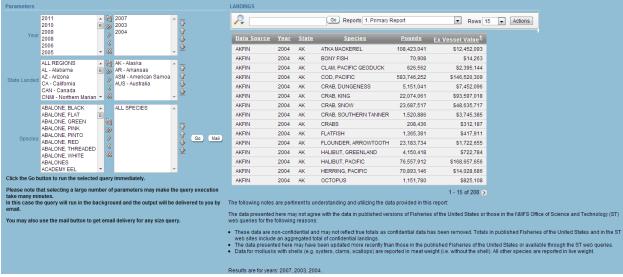


Figure 3 – Primary Report

2.2 Totals by Source, State, Year Report- Displays an overview of the totals grouped by source provider, region and year. Figure 4 shows the Totals by source, state and year report being selected.

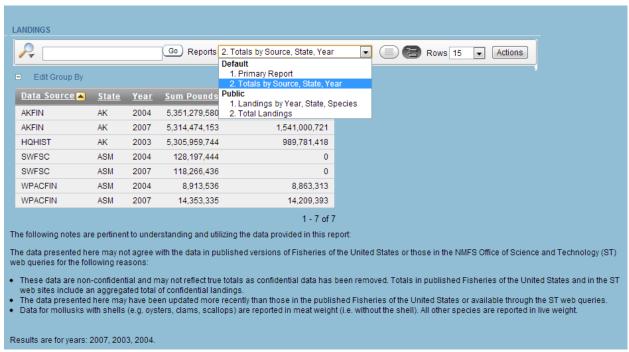


Figure 4 – Selecting the Totals by source, state and year report

The Totals by Source, State, Year report generated in Figure 4 is displayed in Figure 5.

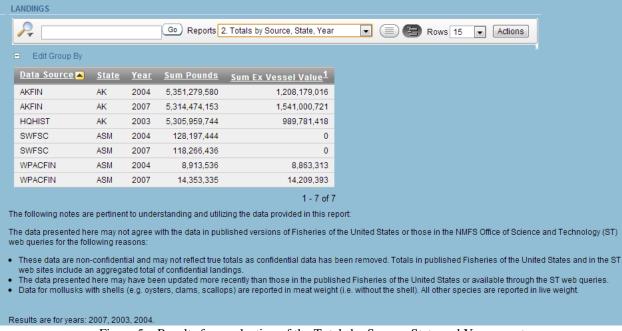


Figure 5 – Results from selection of the Totals by Source, State and Year report

2.3 Total Landings Report - Displays an overview of the total sum of the pounds and Ex Vessel value for all Species, for each year and data sources shown in the report. The results are displayed in real time. Figure 6 shows the Total Landings report being selected.

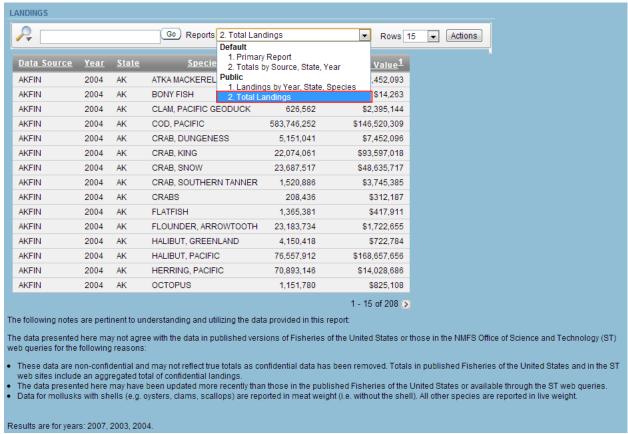


Figure 6 – Selecting the Total Landings report

The Total Landings report generated in Figure 6 is displayed in Figure 7. LANDINGS Go Reports 2. Total Landings Rows 15 Actions Data Source 🔲 😠 Year Edit Group By Year Data Source Sum Pounds Sum Ex Vessel Value 1 128197444 0 HQHIST 5305959744 989781418 WPACFIN 8913536 8863313 2004 2007 AKFIN 5314474153 1541000721 2007 SWFSC 118266436 0 5351279580 2004 AKFIN 1208179016 2007 WPACFIN 14353335 14209393 16241444228 3762033861 1 - 7 of 7 The following notes are pertinent to understanding and utilizing the data provided in this report. The data presented here may not agree with the data in published versions of Fisheries of the United States or those in the NMFS Office of Science and Technology (ST) web queries for the following reasons: . These data are non-confidential and may not reflect true totals as confidential data has been removed. Totals in published Fisheries of the United States and in the ST web sites include an aggregated total of confidential landings. The data presented here may have been updated more recently than those in the published Fisheries of the United States or available through the ST web queries. . Data for mollusks with shells (e.g. oysters, clams, scallops) are reported in meat weight (i.e. without the shell). All other species are reported in live weight. Results are for years: 2007, 2003, 2004.

Figure 7 – Results from selection of the Total Landings report

2.4 Landings by Year, State, Species Report – Displays a report by sorting the landings data based on the year, state and species. Figure 8 shows the report being selected.

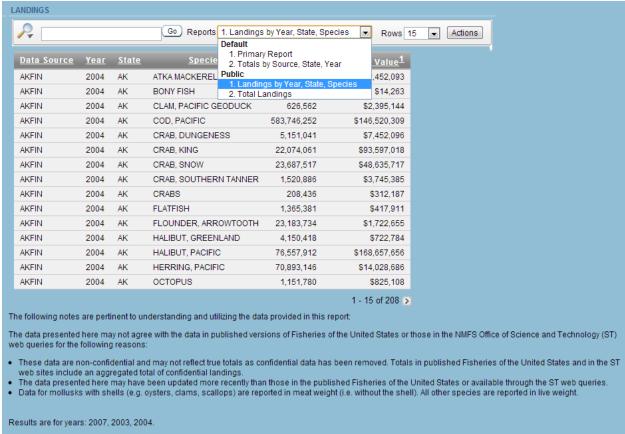


Figure 8 – Selecting the Landings by Year, State, Species report

The Landings by Year, State, Species report generated in Figure 8 is displayed in Figure 9. The year check box is checked since the report filters by the year.

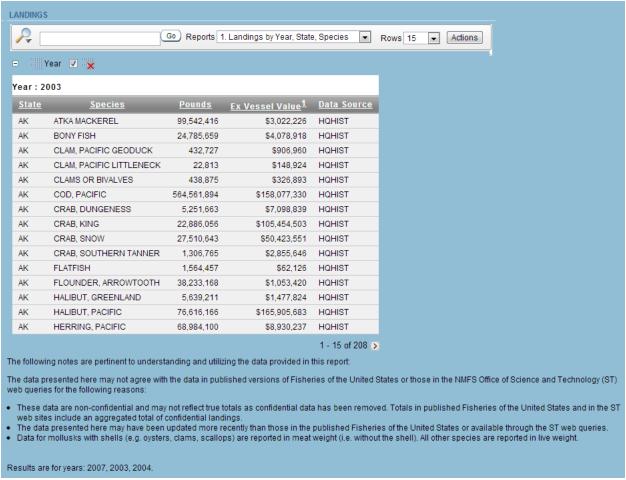


Figure 9 – Landings by Year, State, Species report

3.0 Actions Button

The Actions Button menu and the sub-menus allow the user to manipulate/display report results by using the different options and functions provided. This further enables the data to be customized and made more user-friendly. Reports may also be downloaded via the Actions Button. Figure 10 displays the Actions Button selection list.

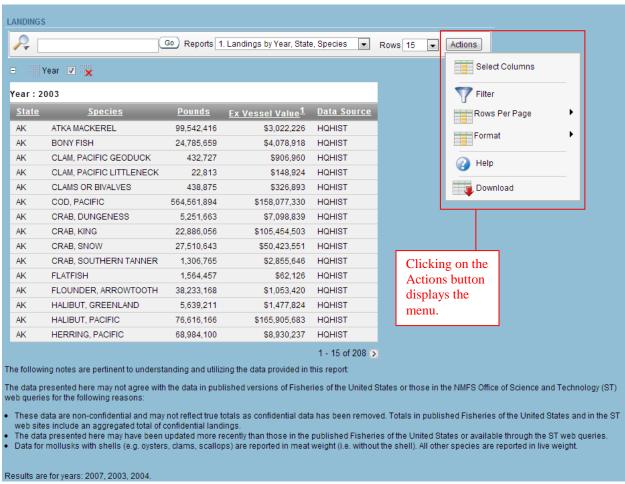


Figure 10 – Actions Button

Steps to use the Actions Button

- > Select the **Actions** button
- > Select the desired menu option for data manipulation/display

The following sections in the quick start guide will illustrate some of these options.

3.1 Select Columns Option



This option allows the user to select or deselect the columns for the report that the user can display by using the shuttle arrow buttons or double clicking on the item to move and then clicking on the Apply button. The double arrows will move all items in the direction indicated and the arrows forming a circle will reset the shuttle. Figure 11 shows one of the columns shuttled to the Do Not Display window by using the arrow buttons.

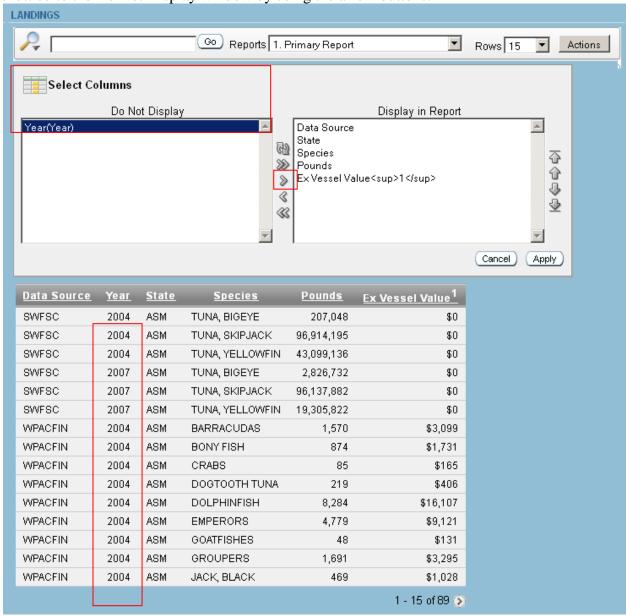


Figure 11 – Using the Select Columns option

Steps to use the Select Columns option

> Select the **Select Columns** menu option

➤ Choose the column from the **Display in Report** box and using the arrow button move it to the **Do Not Display** box

The following sample results were generated for the above supplied setup parameters

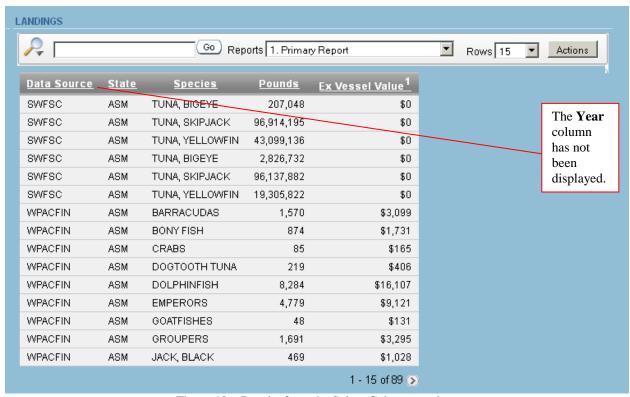


Figure 12 – Results from the Select Columns option

3.2 Filter Option



The Filter option allows the user to filter the column or row by using the filter parameters which include Column, Operator and Expression. Once the parameters are selected, clicking on the Apply button will display the report. The example shown in Figure 13 shows the filter applied to the pound column to display all rows in the report with Pounds greater than 4000.

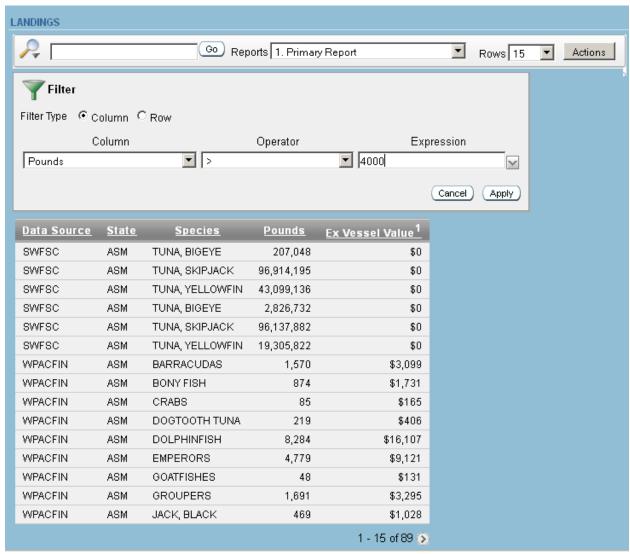


Figure 13 – Using the Filter Option

Steps to use the Filter option

- Select the Actions button
- > Select the **Filter** option

- > Select the appropriate Filter Type (Column)
- > Select the column from the **Column** dropdown field (Pounds)
- > Select the appropriate operator from the **Operator** dropdown field (>)
- > Select the appropriate Expression from the **Expression** dropdown field or type in a number (4000)
- Click on the Apply button

A sample results screen for the above Filter option is illustrated in Figure 14.

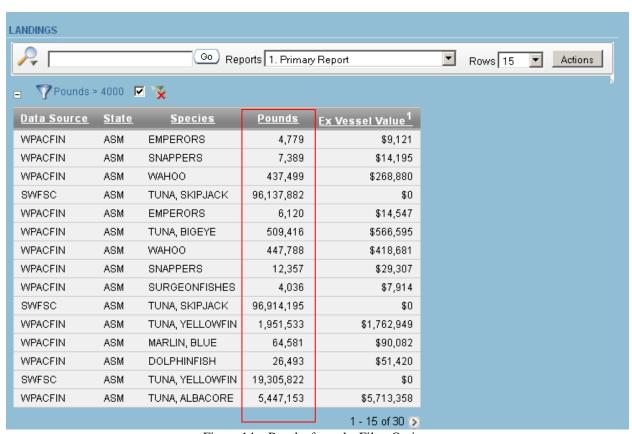
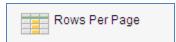


Figure 14 – Results from the Filter Option

3.3 Rows Per Page Option



The rows per page option displays a number of records per page based on the selected number. Figure 15 shows the selection of 5 rows per page.



Figure 15 – Rows per Page Option

Steps to use the Rows per Page option

- > Select the **Actions** button
- > Select the **Rows Per Page** option
- > Select the appropriate **number** from the sub menu

A sample results screen for the above rows per page option is illustrated in Figure 16.

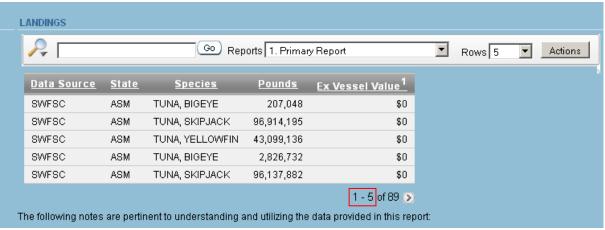


Figure 16 – Results from Rows Per Page Option

3.4 Format Option



The Format option allows a user to further manipulate the report results. It allows a user to sort, do a control break, highlight, compute, aggregate, chart or group the report results. Figure 17 shows the Format Option.

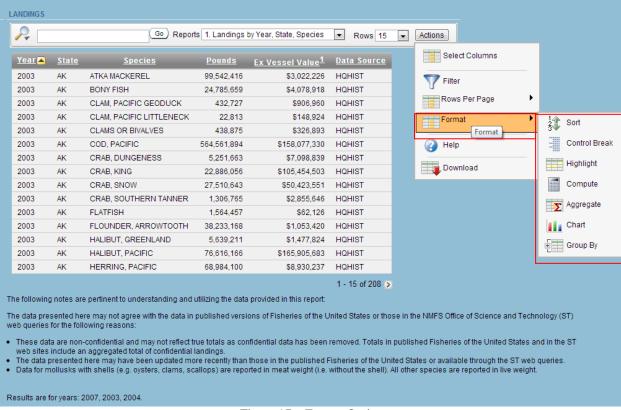


Figure 17 – Format Option

3.4.1 Sort Sub Option



The Sort Sub Option allows the user to sort report results based on the column selected, Direction for the sort and Null Sorting order. The report is sorted by clicking on the Apply button.

Figure 18 shows the Column, Direction and null sorting selections to sort a report by Year, State and Species.

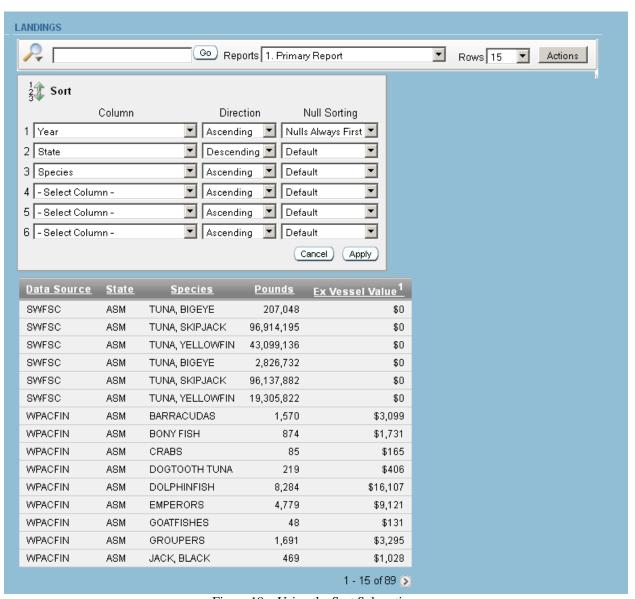


Figure 18 – Using the Sort Sub option

Steps to use the Sort Sub Option Select the Format Option

- > Select the **Sort** option from the sub menu
- > Select the appropriate columns under the Column Drop down field (Year, State, Species)
- ➤ Select the appropriate direction from the **Direction** dropdown field to determine the sort order (Ascending for Year and Species and Descending for State)
- > Select the appropriate null sorting from the **Null Sorting** dropdown field (Default for State and Species and Nulls always first for Year)

Null Sorting provides sorting of the null values to be displayed either on top or bottom rows

Click on the Apply button

The results for the above setup are shown in the Figure 19



Figure 19 – Sort Sub Option Results

3.4.2 Control Break Sub Option



The Control Break Sub Option allows the user to summarize report results by column and status selection. The report is modified when the Apply button is clicked.

Figure 20 shows Column and Status selections for a Control Break Option and Figure 21 shows the results of applying the Control Break selections

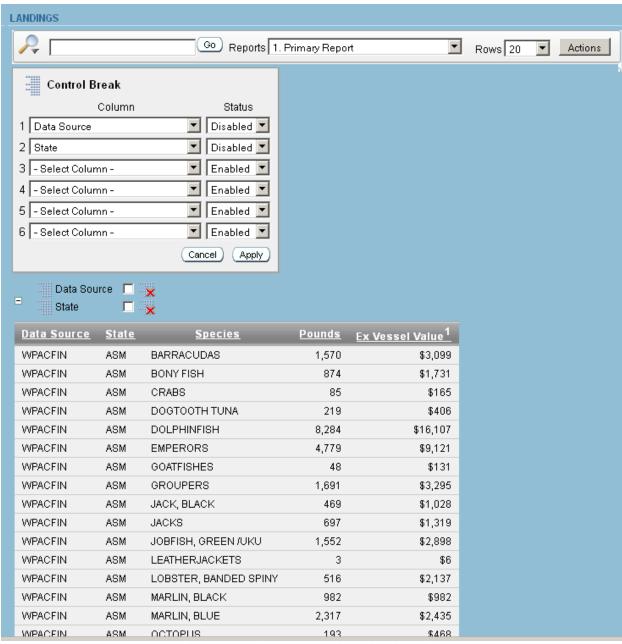


Figure 20 – Using the Control Break Sub Option

Steps to use the Control Break Sub Option

- > Select the **Format Option**
- > Select the Control Break Sub Option
- > Select the appropriate columns under the **Column** Drop down field (Data Source, State)
- ➤ Select the appropriate status from the **Status** dropdown field (Disabled for Data Source and State)
- > Click on the **Apply** button

The results for the above setup are shown in Figure 21.

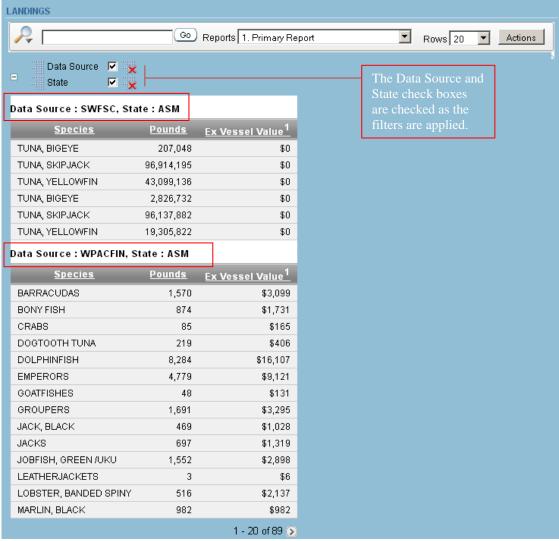


Figure 21 – Using the Control Break Sub Option

3.4.3 Highlight Sub Option



Somewhat similar to the filter operation above, the Highlight Sub Option can be used to draw attention to data that satisfies a particular user supplied Highlight Condition. Figure 22 shows how to highlight report rows with a Highlight Condition of Pounds greater than 10000000 and Figure 23 shows the results of using these Highlight Conditions.

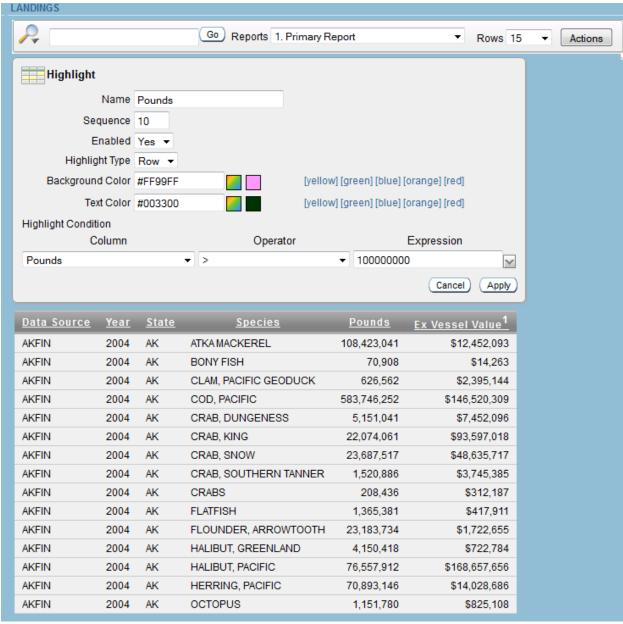


Figure 22 - Highlight Sub Option

Steps to use the Highlight Sub Option

- > Select the **Format option**
- > Select the Highlight Sub Option
- Create an appropriate name for the highlight Sub Option under the **Name** field (Pounds)
- Enter the sequence number in the **Sequence** field (10 as default). Sequence is used when using multiple filters. The filter with higher sequence will allow the data to be displayed above the data displayed for filter with lower sequence.
- > Select the appropriate option from the **Enabled** dropdown field (Yes default). This option enables the filter
- > Select the appropriate option from the Highlight Type drop down field (Row default). This option allows highlighting either the entire row or just a particular cell in a row
- > Select an appropriate background color from the **Background Color** field
- > Select the appropriate text color from the **Text Color** field
- ➤ Select the appropriate data parameters Columns (Pounds), Operator (>), Expression (10000000) for the **Highlight Condition**
- > Select **Apply** button

Figure 23 displays results from using the above Highlight Conditions selections.

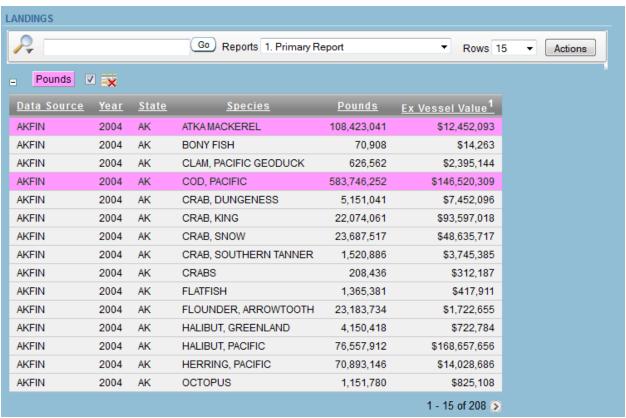


Figure 23 – Results of the Highlight Sub Option

3.4.4 Compute Sub Option



The Compute Sub Option performs a wide range of computations on the report results. The setup form for the Compute Sub Option is shown in the Figure 24 and results in Figure 25

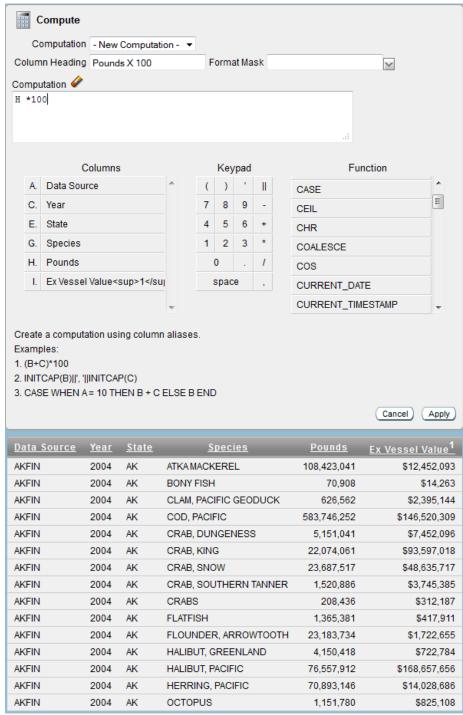


Figure 24 – Using the Compute Sub Option

Steps to use the Compute Sub Option

- Select the Format option
- > Select the new computation option from the **Computation** Drop down field

- > Type the appropriate column heading in the Column Heading field
- > Select the appropriate format mask from the Format Mask dropdown field (if necessary). This drop down field allows the user to select the data in a particular format.
- > Type the appropriate mathematical computation using the **Columns**, **Keypad** and **Function** fields in the **Computation** field.
- Click on the Apply button

The computed results for the new column (Pounds X 100) are illustrated in the Figure 25

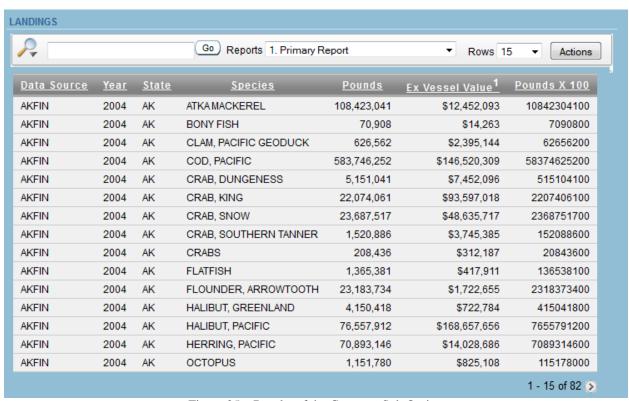


Figure 25 – Results of the Compute Sub Option

3.4.5 Aggregate Sub Option



The Aggregate Sub Option provides the user with the capability to operate on a given dataset using the standard functions for summation, average, and max/min. A simple example (Figure 26 & 27) for summation of data is presented in this section.

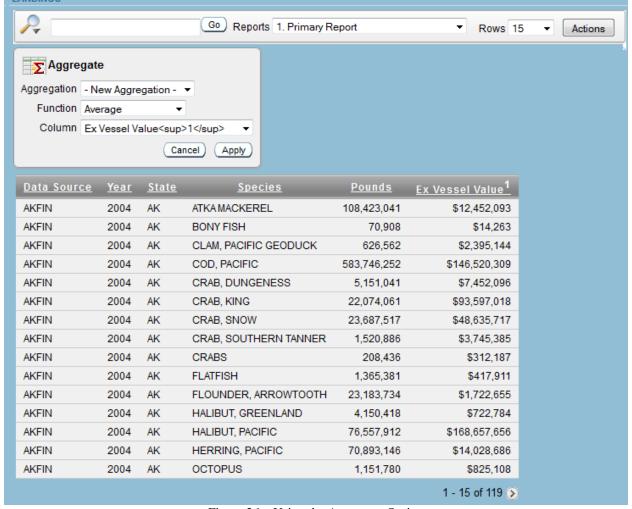


Figure 26 – Using the Aggregate Option

Steps to use the Aggregate Sub Option

- > Select the **Format Option**
- > Select the **Aggregate** Sub Option
- > Select the New Aggregation option from the **Aggregation** drop down field
- > Select the appropriate function from the **Function** dropdown field (Average)
- > Select the Ex Vessel Value or Pounds option from the **Column** field
- Select the Apply button

The Aggregate summation results for the above setup are displayed in the following figure

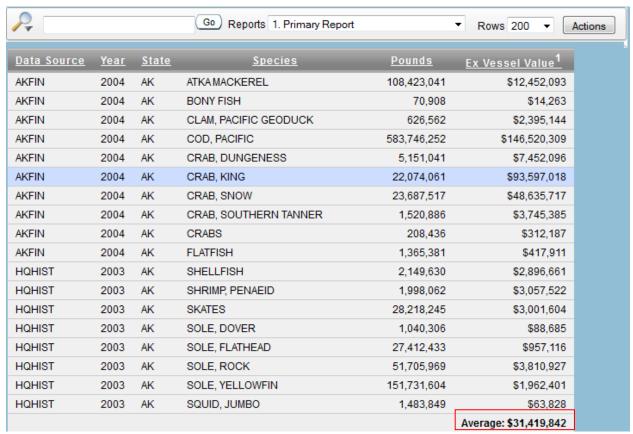


Figure 27 – Results from using the Aggregate Option

3.4.6 Chart Sub Option



A variety of charts can be generated using the Chart Sub Option. In this example (Figure 28 & 29), a bar chart is created for Ex Vessel value by Species.

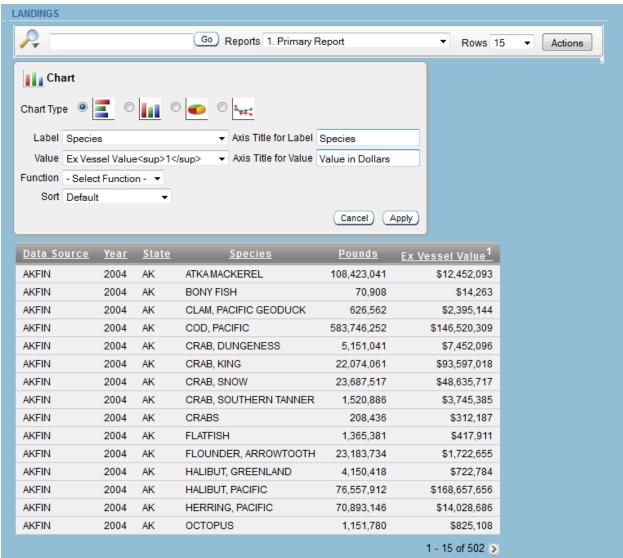


Figure 28 – Results from using the chart Option

Steps to use the Chart Sub Option

- > Select the **Format Option**
- > Select the **Chart** Sub Option
- > Select the appropriate chart Type from the **Chart Type** option buttons provided (horizontal bar chart)

- ➤ Select the appropriate label option (x axis) from the **Label** drop down field and type an appropriate title for the **Axis Title for Label** field (Species, Species)
- > Select the appropriate value option (x axis) from the **Value** drop down field and type an appropriate title for the **Axis Title for Value** field (Ex Vessel Value, Value in Dollars)
- > Select an appropriate function from the **Function** optional dropdown field. This drop down field allows the user to select aggregate functions like count, minimum, maximum, average and sum
- ➤ Select the sort order from the **Sort** dropdown field (Default)
- > Select **Apply** button

The chart generated from the above sample setup is displayed below

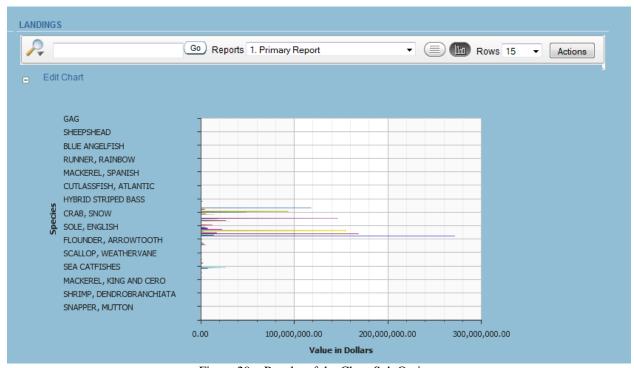


Figure 29 – Results of the Chart Sub Option

3.4.7 Group By Sub Option



The 'Group By' Sub Option is one of the first options that can be visited when analyzing a new set of Filter Data output. This is basically used for setting up the general layout for displaying the data results. The following example (Figures 30 & 31) groups the data by Year, State and Species and sums Pounds and Ex Vessel Value in the format specified.

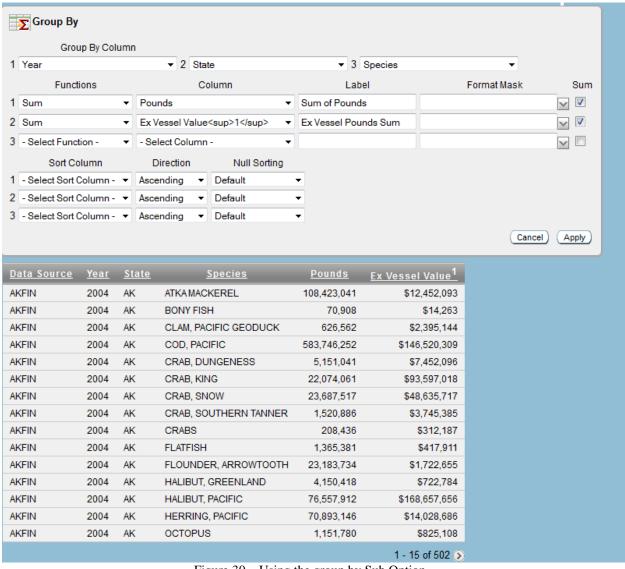


Figure 30 – Using the group by Sub Option

Steps to use the Group by Sub Option

- > Select the **Format option**
- > Select the **Group By** Sub Option
- Select the appropriate Group By Columns from the dropdown fields (Year, State, Species)
- > Select the appropriate function for each designated Column (Sum)
- > Select the appropriate Columns to sum (Pounds, Ex Vessel Value)
- > Type in the appropriate **label** and select the **format mask** for that column selected (Sum of Pounds, Ex Vessel Value Sum). This drop down field allows the user to select the data in a particular format
- > Select the appropriate Sort options (none selected)
- > Select the **Apply** button

The following Group By results was generated for the above supplied setup parameters.

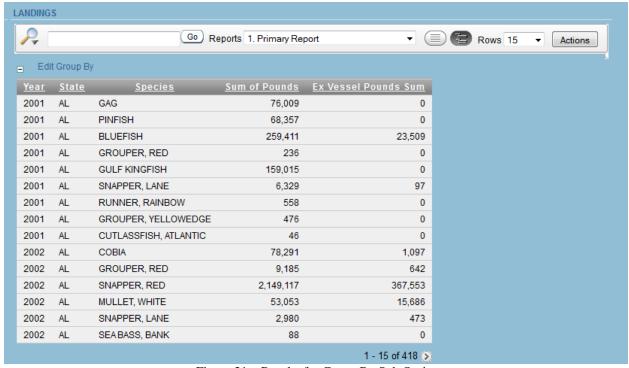


Figure 31 – Results for Group By Sub Option

3.5 Help Option



The help Option provides an online help document to help the user navigate and use the FILTERS tab on the FOSS website. It's activated by clicking on the help icon under the Actions Button. The Figure 32 shows the help page.

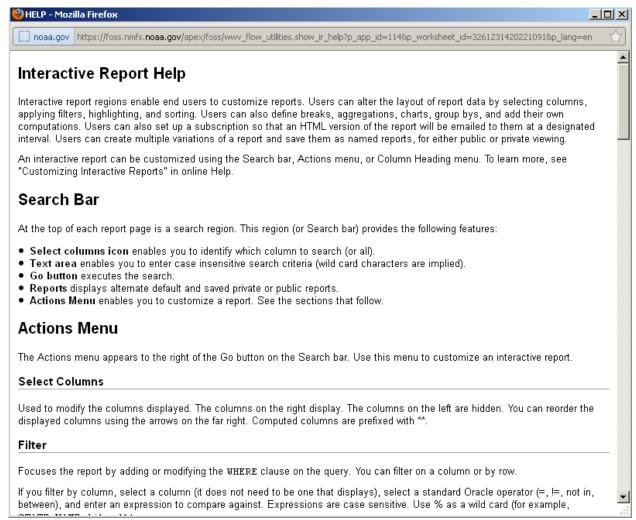


Figure 32 – Help Option

- Steps to use the Help Option Select the Actions Button
- > Select the **Help** option

3.6 Download Option



The download Option is used to download report results into an excel sheet or html format.

The following setup screen (Figure 33) illustrates the Download Option for Excel spreadsheets.

Steps to use the Download Option

- > Select the **Actions Button**
- > Select the **Download** Option
- > Select the appropriate icon based on the format that the user needs
- > Select **CSV** for downloading to an Excel format or
- > Select **HTML** for downloading in html format

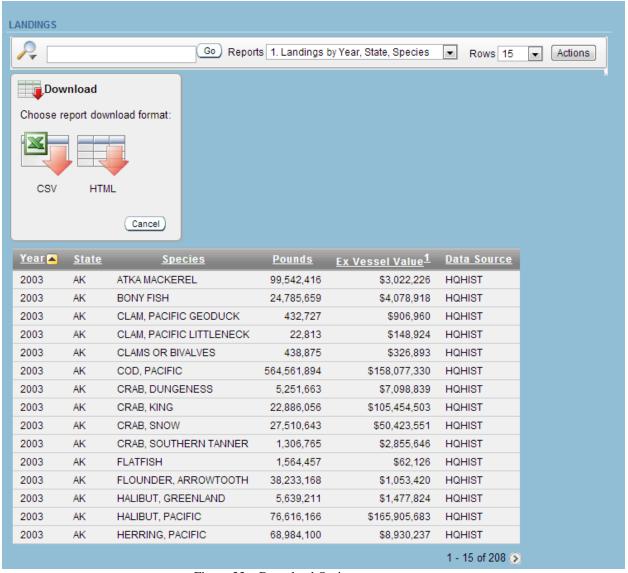


Figure 33 – Download Option